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**CHIEF, SERVICES DIVISION**

**28 July 1947**

**Attention:**

**ADMINISTRATIVE OFFICER, FBIB**

**FBIB Installation in Briggs School**

It is requested that the adaptation of the Briggs School Building to FBIB quarters proceed according to plans submitted to your office, with the addition of the following items:

1. The dumb waiter between Rooms 104 and 204, southwest corner, consist of an 11" x 15" platform with 3" sides, light construction (similar to the usual desk tray), operating between guide rails, with counterweight, bearings, pulley arrangements and stops such that a single light tug will carry it to the opposite terminal, its arrival at either terminal to be signaled by a bell. It will carry only light papers, but will be in constant use for urgent material.

2. Room 104 be provided with acoustical tile, wainscoting or complete covering according to the judgment of Service Division engineers, adequate to permit editorial operations in the same room with a dozen teletype printers operating continuously.

3. FRA furnish fans indicated for cubicles of Room 204 in addition to the normal complement of fans for other rooms.

**FOR THE ACTING CHIEF, FBIB:**

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**Administrative Officer**

**cc/rs**

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